

Living Allowances Checklist (AF only)

1. Overview

International Military Student's (IMS) living allowance entitlements are based on the actual cost of lodging and what is authorized at the particular training base/location. Per diem = lodging + meals + incidental rate.

- a. Review the IMS's ITO under #12 "Conditions", to determine whether or not living allowances are authorized. Also, check "Terms" & "Special Conditions/Remarks" for additional information regarding living allowances or advances.
- b. If authorized, determine the quarters and number of meals available at your location. Go to: <http://www.dtic.mil/perdiem/afman34-255-c.pdf>. OPR for this list is HQ AFSVA/SVFR.
- c. Determine the rates the IMS is authorized for lodging, meals, and incidentals. Go to the SAMM, in Table C10.T3 (Daily Supplemental Living Allowances for International Military Students Under Security Cooperation Programs Table, page 331-334). http://www.disam.dsca.mil/itm/References/Other/SAMM_10.pdf. DSCA is responsible for updating or making changes to this table.

2. Lodging

- a. If government quarters are available, the IMS is authorized the actual cost of lodging for VOQ/VAQ as determined by each MAJCOM for that location. For current rates go to Secretary of the Air Force Financial Management webpage: <http://www.saffm.hq.af.mil/> (click on "FMC", then "NAFFA Tools", then under AF Lodging click "FY2004").
- b. If no government quarters are available, a letter of nonavailability must be issued to the IMS and filed with the voucher. IMS must show proof of rental agreement or lodging receipt.
- c. If government quarters are available, but IMS chooses to live off base, NO living allowance entitlements (lodging, meals or incidentals) are paid.
- d. If dependents are authorized on the ITO (PME courses), actual lodging costs are authorized NTE maximum lodging authorized in Joint Federal Travel Reg (JFTR) (<http://www.dtic.mil/perdiem/conus2004.pdf>) for that specific location.

3. Meal Allowances

Meal rates are determined at the DoD level. The 3 types are:

- a. Government meal rate: all meals are available, whether or not actually consumed (\$8.30 effective 1 Jan 04). <http://www.dtic.mil/perdiem/faggovmeals.html>
- b. Proportional meal rate: 1-2 meals are available <http://www.dtic.mil/perdiem/conus2004.pdf>
- c. Local meal rate: no meals available, <http://www.dtic.mil/perdiem/conus2004.pdf>

4. Incidentals

DSCA has determined that \$11 is the special IMS incidental rate and has included it in the SAMM Table C10.T3. IMS is not authorized an additional incidental rate of \$3.00; that is for USG personnel.

5. Examples:

- a. Officer IMS with dependents at Maxwell AFB, Alabama.
Lodging (2d): NTE \$57 per day.
Meals: Local meal rate \$40 per day.
Incidentals: \$11 per day
Per diem = \$57 + 40 + 11 = \$108 per day maximum
- b. Enlisted IMS with no dependents at Altus AFB, Oklahoma
Lodging (MAJCOM = AMC) VAQ = \$24.50
Meals: Government meal rate (all meals available) \$ 8.30
Incidentals: \$11 per day
Per diem = \$ 24.50 + 8.30 + 11.00 = \$ 43.80

****NOTE:** Eligible enlisted IMSs will be furnished meals and quarters without charge to the IMSs. Meal costs and billeting fees will be reimbursed from the program funds. Officer IMSs personally pay custodial fees and meals. This is referenced in the JSAT, Chapter 5, Financial Management, (http://www.disam.dsca.mil/itm/References/JSAT/JSAT_5.pdf), para 5-5 Travel & Living Allowance.

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